

SENIOR ENVIRONMENTAL TECHNICIAN

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – L360

GENERAL DESCRIPTION OF THE DUTIES

This classification is the advanced journey-level in the environmental technician series. The Senior Environmental Technician exercises lead work responsibilities over the positions of Environmental Technician I/II, and coordinates and performs a variety of technical assignments in the environmental services section of the Water Reclamation Facility. The primary responsibilities of this position are to perform the duties of the City's pretreatment program coordinator, which includes permitting, monitoring, enforcement, and the preparation of technical reports to achieve and maintain regulatory requirements. The Senior Environmental Technician also provides public education regarding pollution prevention; and provides technical assistance to industry in code compliance, pretreatment needs, treatment equipment operation, and pollution control plans.

The Senior Environmental Technician is the advanced journey level in the environmental technician series, and is distinguished from the Environmental Technician II with the additional responsibilities of lead worker and program coordination.

SUPERVISION RECEIVED

This position works under the general supervision of the Water Reclamation Facility Manager.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this position. However, the Senior Environmental Technician coordinates the work of others and exercises lead work responsibilities over those in the positions of Environmental Technician I and II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Manages all industrial wastewater discharge permits.
2. Ensures that adequate and frequent inspections are conducted at permitted industries to monitor compliance with pretreatment regulations. Develops enforcement plans, reviews compliance status, issues enforcement orders; and recommends appropriate enforcement actions in consultation with the Water Reclamation Facility Manager and City Attorney, compliance schedules, and penalties. Consults with industry representatives, as needed, concerning code interpretations, pretreatment needs, technology, treatment equipment operation, and pollution control plans.
3. Interprets codes, regulations, and laws regarding pretreatment activities.
4. Provides technical assistance to the Public Works Division of the Community Development Department, the Oregon Department of Environmental Quality, and others in spill response, source

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identification; and handling of hazardous materials spills, improper disposal and other causes that may adversely impact the sanitary or storm water systems and local waterways.

5. Performs industrial pretreatment monitoring using operating flow meters, pH meters, and automatic sampling equipment.
6. Provides recommendations and suggestions on budgetary matters affecting the pretreatment program.
7. Conducts the ambient water quality program as required for regulatory compliance with the NPDES permit.
8. Prepares samples for laboratory analysis in conformance with chain-of-custody procedure.
9. Performs inspections on selected industrial facilities to ensure regulatory compliance, meets with industrial representatives and technical specialists to discuss regulations, and prepares comprehensive inspection reports.
10. Manages septage hauler permits and maintains appropriate records.
11. Investigates sources of unusual discharges in plant and collection systems; analyzes and determines type of pollutant, recommends appropriate action, and assists in both civil and criminal enforcement processes.
12. Reviews and evaluates applications for acceptance of mobile waste loads at the Water Reclamation Facility.
13. Schedules the monthly stormwater inspections and monitoring as required by the 1200 Z permits at both the Water Reclamation Facility and Airport locations.
14. Schedules temperature data collections as required by the Water Reclamation Facility's temperature management plan and manage data to ensure results meet regulatory compliance mandates.
15. Collects and compiles sampling and inspection data into computer, and performs data analysis.
16. Develops a schedule to collect required data for the ambient sampling program.
17. Reviews industrial self-monitoring reports; maintains records regarding compliance reports and monitoring status; ensures that laboratory results are received in a timely manner and reviews laboratory reports and industrial pretreatment data.

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18. Conducts annual survey of service area businesses to identify those required to obtain an industrial discharge permit.
19. Calculates surcharges for sewer bills.
20. Presents pollution prevention education programs.
21. Prepares the annual pretreatment and stormwater reports, and other regulatory activity reports as required.
22. Prepares official responses to pretreatment audits and inspections.
23. Assists in the development of rule changes, enforcement procedures, and permit policies.
24. Performs data verification of the analytical results produced by the Water Reclamation Facility laboratory as required by its QA/QC program.
25. Performs minor, routine, and/or preventive maintenance on laboratory instruments and equipment.
26. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Advanced principles and practices of current technology and common treatment processes utilized by various industrial pretreatment methods;
- Advanced sampling methods and the preservation of samples;
- Federal and state laws and regulations relating to industrial waste control;
- Program and project management;
- Statistical analysis;
- Technical reporting and report writing;
- Principles and practices of supervision as applied to lead work responsibilities;
- City laboratory and storage procedures and the means and techniques for collecting, storing, and disposing of field samples;
- Data gathering and research methods;

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- Word processing, spreadsheet, and database software; and
- Basic math and algebraic calculations;

Ability to

- Coordinate programs and activities to achieve goals and objectives;
- Use equipment associated with industrial pretreatment;
- Conduct field investigations and inspections;
- Collect field data and samples, analyze samples, and make recommendations regarding environmental data and sampling results;
- Monitor discharges and enforce federal and state laws;
- Maintain technical files;
- Follow safety precautions when working at field sites;
- Learn and apply City, state or federal codes and regulations;
- Communicate effectively and establish good working relationships with the public and industry representatives; and
- Evaluate problems and identify solutions.

EXPERIENCE AND EDUCATION

Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job functions is qualifying. A typical way to qualify includes graduation from high school, trade or vocational school, or G.E.D equivalent; college level courses in engineering, chemistry, biology, or environmental sciences; experience program or project management/coordination, training in supervision, and increasingly responsible experience in an industrial pretreatment program, a wastewater laboratory, or wastewater treatment facility.

REQUIRED LICENSES AND CERTIFICATIONS

Must successfully complete the University of California, Sacramento course in Industrial Inspection within one year from the hiring date. Successful completion of this course is required as a condition of completing the orientation period and achieving regular status in employment. A valid state driver's license is required.

DESIRABLE EXPERIENCE AND EDUCATION

Associate degree with course work in engineering, chemistry, or biology; previous lead work experience in an industrial pretreatment program,; and experience in using computer applications for managing data via spreadsheets and databases.

WORKING CONDITIONS

While performing the duties of this position, employees are frequently exposed to uncomfortable conditions such as dust, noise, fumes, odors and hazardous, toxic, or pathogenic substances.

PHYSICAL AND MENTAL DEMANDS

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While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility and occasional bending and stooping. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 70 pounds. Interpretation and application of Federal, State and local laws is frequently required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability, and the ability of the City to accommodate the limitation.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 12/03 This classification completes the environmental technician series with an advanced journey level position to coordinate pretreatment activities. Due to planned organizational restructuring, this classification replaces some of the responsibilities formerly assigned to the Environmental Services Supervisor, which should be eliminated with the approval of this classification.

Revised: 3/04 This classification has been revised to add responsibilities in the pretreatment program, and division-wide responsibilities for quality assurance/quality control, inspections, and monitoring. Revisions were also required with a new organizational structure and reporting relationships.